Learn how to mass merge duplicate shared authorities and find information about the Authority Key in Amlib.

**Mass merge duplicate shared authorities**

This is a process where the system will automatically mass merge any Shared Authorities (for example: Subject headings or Authors) that have identical Search Keys without User Intervention.

The fuller Authority is retained, and the shorter version merged with it.

Note: This option should be used with caution as some Authors may have the same name but in fact are different Authors – for example: **John Smith (1866 - 1924)** and **John Smith (1948 -)** are different authors but they have the same Search Key (Authority Key) – these would be merged if this option is run.

**What is the Authority Key?**

An Authority Key is the actual Database Key. It is how the Authority is stored by *Amlib* in the database. It is used for searching purposes within *Amlib*.

- You can see an example of the current Authority Key by going to **Main > Supervisor > Authorities** and searching for an authority – for example: **Peter Carey**

- The Authority Key appears in **GREY BOLD** text below:
Merge the Shared Authorities

1. Launch the Amlib client

2. Go To **Main > Authorities > MarcTagMaintenance** – the Marc Tag Maintenance screen will display:

3. Enter the following settings:
   - 1. Choose the Marc Tag Maintenance Task: select **Mass Merge Duplicate Shared Authorities**
   - 2. Specify which Marc Tags(s) to apply the change to: click the **Select Tags...** button – the Select Tag(s) screen will display:
Select the Marc Tag(s) to which to apply the task (for example: **650 | Author – Personal Name**) and click the **OK** button.

2. **Specify which Marc Tag(s) to apply the change to:**

- The 3. Select other options relating to the maintenance task box will be **greyed** out
- The 4. New subfield type box will be **greyed** out

4. Click the **F3 Start** button to begin the task process – once the process is completed a prompt will display how many Authority records were merged:

**XXX Authorities have been merged into XX Authorities.**
5. Click the **OK** button